

Student - Demographics

Table of Contents – Student Demographics

Field SD-1: CTEIS ID	3
Field SD-2: SSN	4
Field SD-3: Local Student ID	5
Field SD-4: Last Name	6
Field SD-5: First Name.....	8
Field SD-6: Middle Initial	10
Field SD-7: Address 1	11
Field SD-8: Address 2	12
Field SD-9: County.....	13
Field SD-10: City	14
Field SD-11: State	15
Field SD-12: Zip Code	16
Field SD-13: Phone 1	17
Field SD-14: Phone 2	18
Field SD-15: DOB.....	19
Field SD-16: Age.....	21
Field SD-17: Exit Status	22
Field SD-18: Grade.....	25
Field SD-19: Gender.....	26
Field SD-20: Race/Ethnic	27
Field SD-21: Multi Racial	29
Field SD-22: Sending District	30
Field SD-23: Sending Facility	31
Field SD-24: Student Organization.....	32
Field SD-25: Special Populations.....	33
Field SD-26: Disabled	34
Field SD-27: Type	36
Field SD-28: Disadvantaged.....	37
Field SD-29: LEP (Limited English Proficiency).....	39
Field SD-30: Juvenile Offender.....	41
Field SD-31: Single Parent	43
Field SD-32: Displaced Homemaker.....	45
Field SD-33: CTE GPA	47
Field SD-34: US Citizen.....	49
Field SD-35: Primary Language.....	50
Field SD-36: Substance Abuse	51

Field SD-1: CTEIS ID

Submission Date:	Fall, Spring, and EOY
Data Entry:	Automatically assigned by CTEIS – cannot be changed by user.
Code/Format:	
Definition:	A unique number automatically assigned to each student entered in the CTEIS local system. This is used for information purposes for the 4301 and Follow-Up.
Common Entry Errors:	
Programming Edits:	

Report name in which this data can be found / or is used:	Enrollment and Termination Report (4301)-Informational Purposes Only Follow Up - Informational Purposes Only
Table name in which this field can be found:	tblStudent
Table Field Name:	VSt_Student ID
Field Length:	
Field Type:	Numeric
Comparable MEIS-SRSD field:	Field 17: Student ID Number

Field SD-2: SSN

Submission Date:	Fall, Spring, and EOY
Data Entry:	Optional entry - Possible District Download, no duplicates allowed.
Code/Format:	###-##-#### Hyphens (-) are automatically displayed/inserted by System Administration
Definition:	The social security number assigned to the student by the U.S. Social Security Administration.
Common Entry Errors:	Incorrect number inserted.
Programming Edits:	

Report name in which this data can be found / or is used:	None. This field is used only for educational research data matching purposes.
Table name in which this field can be found:	tblStudent
Table Field Name:	Vst_StudentSSN
Field Length:	9
Field Type:	Numeric
Comparable MEIS-SRSD field:	<u>Possibly</u> Field 17: Student ID Number

Field SD-3: Local Student ID

(Previously School ID or SSN/ID)
(Future –CEPI SSI –Secure Student ID)

Submission Date:	Fall, Spring, and EOY
Data Entry:	Optional-Highly recommend use of local district student ID number contained in the district database.
	Possible District Download
Code/Format:	
Definition:	<p>The student's social security number or the student identification (ID) number assigned by the local district. This number is unique to that home district or building number.</p> <p>This number may be duplicated within CTEIS if more than one districts' student data is entered. However, this field combined with the home district and home facility fields provide a unique student number that can be used for reporting purposes. The CTEIS export option combines this field with the home district field automatically to provide a unique student number.</p>

Report name in which this data can be found / or is used:	<p>Enrollment and Termination Report (4301)</p> <p>CTEIS Export Utility for education agency reporting of SRSD information.</p>
Table name in which this field can be found:	tblStudent
Table Field Name:	VSt_SchoolID
Field Length:	12
Field Type:	Numeric, doesn't allow duplicates.
Comparable MEIS-SRSD field:	None.

Field SD-4: Last Name

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required entry - Possible District Download
Code/Format:	25 digits
Definition:	<p>Always record the student's name as it appears on a birth certificate document, or enrollment form presented at time of enrollment.</p> <p>When the last name consists of two words, do not leave a space between them. Example: Van Buren would be VanBuren. The student's last/surname may be followed by a generation code used to denote an individual's generation in the family (e.g., Jr., II, III). The generation code must not be preceded by a space and must not contain punctuation, such as a period (example: Van Buren Jr. would be VanBurenJr). The apostrophe, dash and comma are not valid characters (example: O'Neal, Cruz-Ortez would be ONeal or CruzOrtez).</p> <p>If the name is longer than 25 characters, don't abbreviate, just enter first 25 letters.</p> <p>Once entered, the name will be displayed at the top of the student information screen.</p>
Common Entry Errors:	Student's last name is entered incorrectly or field is left blank.
Programming Edits:	If field is left blank, database will not allow the record to be saved and an error message will be reported.

Report name in which this data can be found / or is used:

Enrollment and Termination Report (VE4301). However, CTEIS **encrypts (renders undecipherable)** this information when transferring the data to diskette.

PIII Accountability CTIES Crosswalk with MEAP data.

CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD.

This field is used as part of the Unique Identification Code (UIC) for this student. The UIC is the relational link to student achievement data in the warehouse (SRSD - Single Record Student Database).

Table name in which this field can be found:

tblStudent

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Table Field Name:	VSt_LastName
Field Length:	25
Field Type:	Alphanumeric
Comparable MEIS-SRSD field:	Field 6: Student's Last Name

Field SD-5: First Name

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required entry - Possible District Download
Code/Format:	No restrictions.
Definition:	<p>Always record the student's name as it appears on a birth certificate or legal document, or enrollment form presented at time of enrollment.</p> <p>Do not use nicknames or abbreviated names. If the first name contains two names, do not leave a space between them (example: Anne Marie would become AnneMarie).</p> <p>If the name is longer than 25 characters, don't abbreviate, just enter first 25 letters.</p> <p>Once entered, the name will be displayed at the top of the student screen.</p>
Common Entry Errors:	Student's first name is spelled incorrectly or field is left blank.
Programming Edits:	If field is left blank, a fatal error is reported.
Report name in which this data can be found/or is used:	<p>Enrollment and Termination Report (4301)</p> <p>However, CTEIS encrypts (renders undecipherable) this information when transferring the data to diskette.</p> <p>CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD.</p> <p>PIII Accountability CTEIS Crosswalk with MEAP data.</p> <p>This field is used as part of the Unique Identification Code (UIC) for this student. The UIC is the relational link to student achievement data in the warehouse (SRSD –Student Single Record Database).</p>
Table name in which this field can be found:	tblStudent
Table Field Name:	VSt_FirstName
Field Length:	25
Field Type:	Alphanumeric

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Comparable MEIS-SRSD field:

Field 7: Student's First Name

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Field SD-6: Middle Initial

Submission Date: Fall, Spring, and EOY

Data Entry: Required if applicable - Possible district download.

Code/Format: No restrictions. If the student does not have middle initial, fill this field with a blank (hit the space bar one time in this field). Many students do not have middle initial; therefore, the field is frequently blank.

Definition:

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Enrollment and Termination Report (4301)
CTEIS **encrypts** this information when transferring the data to diskette.

CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD.

This field is used as part of the Unique Identification Code (UIC) for this student. The UIC is the relational link to student achievement data in the warehouse (SRSD - Single Record Student Database).

Table name in which this field can be found:

tblStudent

Table Field Name:

VSt_MiddleInitial

Field Name:

Middle Initial

Field Length:

1

Field Type:

Alphanumeric

Comparable MEIS-SRSD field:

Field 8: Student's Middle Initial

Field SD-7: Address 1

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required entry - Possible district download.
Code/Format:	No restrictions
Definition:	Building number and street name at which the student resides and to which pertinent school information will be sent. If the student has two addresses, use this field to enter the address used for school enrollment information as provided on school records.
Common Entry Errors:	
Programming Edits:	Will save record without information; but if student is to be counted, information must be reported in this field.
<hr/>	
Report name in which this data can be found / or is used:	CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD. Annual Follow Up Survey of CTE Program Completers
Table name in which this field can be found:	tblStudent
Table Field Name:	VSt_Address1
Field Length:	50
Field Type:	Alphanumeric
Comparable MEIS-SRSD field:	Field 13: Street Address

Field SD-8: Address 2

Submission Date: Fall, Spring, and EOY

Data Entry: Optional entry, when applicable.
Possible District Download

Code/Format:

Definition: Alternative mailing address; e.g., apt. number, post office box

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used: Annual Follow Up Survey of CTE Program Completers

Table name in which this field can be found: tblStudent

Table Field Name: VSt_Address2

Field Length: 50

Field Type: Alphanumeric

Comparable MEIS-SRSD field: None

Field SD-9: County

Submission Date:	Fall, Spring, and EOY
Data Entry:	Optional – CTEIS Placement Component Possible District Download
Code/Format:	
Definition:	County in which the student resides
Common Entry Errors:	
Programming Edits:	

**Report name in which this
data can be found / or is used:**

Table name in which this field can be found:	tblStudent
Table Field Name:	VSt_County
Field Length:	
Field Type:	30
Comparable MEIS-SRSD field:	None

Field SD-10: City

Submission Date: Fall, Spring, and EOY

Data Entry: Required - Possible District Download

Code/Format: No restrictions

Definition: The name of the city or town where the student lives at the time of reporting, or the student's last known city or town of residence.

Common Entry Errors:

Programming Edits: Will save record without information; but if student is to be counted, information *must* be reported in this field.

Report name in which this data can be found / or is used:

CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD.

Annual Follow Up Survey of CTE Program Completers (For mailing purposes only)

Table name in which this field can be found:

tblStudent

Table Field Name:

VSt_City

Field Length:

25

Field Type:

Alphanumeric

Comparable MEIS-SRSD field:

Name of City/Town

Field SD-11: State

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required
Code/Format:	Drop Down Box from which to select: IN – Indiana IL – Illinois MI – Michigan OH – Ohio ON – Ontario, CN WI - Wisconsin Default is MI - Michigan
Definition:	The state in which the student resides.
Common Entry Errors:	
Programming Edits:	Will save record without information but if student is to be counted, information <i>must</i> be reported in this field.

Report name in which this data can be found / or is used:	Annual Follow Up Survey of CTE Program Completers
Table name in which this field can be found:	tblStudent
Table Field Name:	VStK_State
Field Length:	2
Field Type:	Alphabetic
Comparable MEIS-SRSD field:	None

Field SD-12: Zip Code

Submission Date:	Fall, Spring, and EOY
Data Entry:	First five are required - Possible District Download
Code/Format:	##### - ##### (Dash is automatically entered)
Definition:	The zip code of the location where the student lives at the time of reporting, or the last known code of residence.
Common Entry Errors:	
Programming Edits:	Will save record without information, but if student is to be counted, information must be entered.

Report name in which this data can be found / or is used:	CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD. Annual Follow Up Survey of CTE Program Completers
Table name in which this field can be found:	tblStudent
Table Field Name:	VStK_PostalCode
Field Length:	15
Field Type:	Alphanumeric
Comparable MEIS-SRSD field:	Field 15: Zip Code

Field SD-13: Phone 1

Submission Date:	EOY
Data Entry:	Required at time of program completion if the student is in grade 11, 12, or 13. Possible District Download
Code/Format:	Area code/Phone number, user defined entry. If no phone number, enter 9's.
Definition:	The phone number at the student's address. After completion of a CTE program, the student is included in the annual follow up survey, and will be contacted at this number during the follow-up process. If no phone number is available, enter all 9's.

Common Entry Errors:**Programming Edits:**

Report name in which this data can be found / or is used:	Annual Follow Up of CTE Program Completers
Table name in which this field can be found:	tblStudent
Table Field Name:	VSt_Phone1
Field Length:	14
Field Type:	Alphanumeric
Comparable MEIS-SRSD field:	None

Field SD-14: Phone 2

Submission Date:	Fall, Spring, and EOY
Data Entry:	Optional at the time of program completion if the student is in either grades 11, 12, or 13.
Code/Format:	Area code/Phone number, user defined entry.
Definition:	After completion of a CTE program, the student is included in the annual follow up survey, and will be contacted at this number in the event that the first phone proves unsuccessful in contacting the student during the follow-up process.

Common Entry Errors:**Programming Edits:**

Report name in which this data can be found / or is used:	Annual Follow Up Survey of CTE Program Completers
Table name in which this field can be found:	tblStudent
Table Field Name:	VSt_Phone2
Field Length:	14
Field Type:	Alphanumeric
Comparable MEIS-SRSD field:	None

Field SD-15: DOB

(Date of Birth)

Submission Date:**Fall, Spring, and EOY****Data Entry:****Required – Possible District Download****Code/Format:****MM/DD/YY****All dates must appear in the following manner:****1. Each MM must be one of the following:**

01 January	07 July
02 February	08 August
03 March	09 September
04 April	10 October
05 May	11 November
06 June	12 December

2. DD must be a number between 01 and 31.**3. The last two characters of the year.****Example, May 8, 1987 = 05/08/87.****Definition:****The date of birth is the date as it appears on a birth certificate or legal document, or enrollment form presented at time of enrollment.****Common Entry Errors:****The entry of the current year instead of the birth year.****Programming Edits:****Database will save without it; but if birth date is missing, or not a valid date, a fatal error is reported and the CTEIS Utility will be unable to crosswalk data with SRSD.****Report name in which this data can be found / or is used:**

CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD.

This field is used as part of the Unique Identification Code (UIC) for this student. The UIC is the relational link to student achievement data in the warehouse (SRSD - Single Record Student Database).

Table name in which this field can be found:

tblStudent

Table Field Name:

VSt_DOB

Field Length:

6

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Field Type:

Date

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Comparable MEIS-SRSD field:

Field 9: Date of Birth

Field SD-16: Age**Submission Date:****Fall, Spring, and EOY****Data Entry:****Automatic calculation based on information entered in Field D-15: Date of Birth entry.****Code/Format:****Definition:****Calculated age at that current time.****Common Entry Errors:****Programming Edits:**

Report name in which this data can be found / or is used:**Table name in which this field can be found:**

tblStudent

Table Field Name:

VSt_Age

Field Length:

2

Field Type:

Numeric

Comparable MEIS-SRSD field:

None

Field SD-17: Exit Status

(Previously Graduate)

Submission Date:	4483A (for Summer only) and EOY
Data Entry:	Required, Possible District Download
Code/Format:	<p>Drop Down Box from which to make a selection (##):</p> <p>01 = Graduated from general education with a diploma 03 = Graduated from an alternative program 05 = Completed general education with an equivalency certificate 06 = Completed general education with other certificate 07 = Dropped out of school 08 = Enrolled in another district in Michigan 09 = Moved out of State of Michigan 10 = Expelled from school 11 = Enlisted in military or Job Corps 12 = Deceased 13 = Incarcerated 16 = Unknown 19 = Expected to continue school 26 = Other</p> <p>Default code: 19</p>
Definition:	<p>Select the code that best states the reason why the student is no longer in school. If the student is expected to continue school, the default code is 19.</p> <p>01 Graduated from general education with a diploma. Used for a student who earned a high school diploma. Includes early graduates who earn a high school diploma. Also includes the student with an IEP who met the same graduation requirements as the non-disabled student. Exclude any student who graduated by only IEP requirements.</p> <p>03 Graduate from an alternative program. Used for graduates receiving a diploma from an alternative program in a regular high school or a separate building.</p> <p>05 Completed general education with an equivalency certificate. Used for a student known to have passed the GED test and is under 20 years of age.</p> <p>06 Completed general education with other certificate. Used for a student who completed school with some other type of certificate, such as a certificate of attendance/completion.</p>

- 07** **Dropped out of school.** Used when a student, upon reaching age 16, stopped attending school, and no reason is given. For special education the student left school before the age of 26 without completing his/her educational program.

When MDE reports dropouts to the National Center for Educational Statistics on the Common Core of Data (CCD), the following are used:

1. was enrolled in school at some time during the previous school year and was not enrolled on the count date; or
 2. was not enrolled the previous school year although expected to be in membership (i.e., was not reported as a dropout); and
 3. has not graduated from high school or completed a state – or district-approved educational program, and
 4. does not meet any of the following exclusionary conditions;
 - i. transfer to another public school district, private school, or state – or district – approved educational program (code 08, 09, 14, 15);
 - ii. temporary school-recognized absence due to suspension or illness, or
 - iii. death (code 12)
- 08** **Enrolled in another district.** Used when a student moves to another school district in Michigan and is known to be continuing in education. Movement to another district includes moving to state institutions.
- 09** **Moved out of state.** Used when a student has moved out of the state and is no longer attending a public or private school in Michigan. Used when students and their parents/guardians physically move outside the original district of residence to another state or country. This code should also be used when a foreign exchange student left midyear to return to his/her home country.
- 10** **Expelled from school.** Used when either a general education or special education student has been expelled from school. This includes a special education student on long-term suspension or who is placed in an alternate education setting.
- 11** **Student enlisted into the military or Job Corps.** Used when the student left school to enlist in a branch of the U.S. Military.
- 12** **Deceased.** Used when a student has passed away.

- 13 Incarcerated.** Used when a student is placed under jurisdiction of juvenile or criminal justice authority.
- 16 Unknown.** Used when the current status is unknown. For reporting purposes, this student is considered a dropout.
- 19 Expected to continue.** Used when the student is expected to continue normal matriculation through the educational system in the same district.
- 26 Other**

Common Entry Errors:

Incorrect selection made

Programming Edits:

Report name in which this data can be found / or is used:

Enrollment and Termination Report (VE4301)

Carl D. Perkins and Technical Education Act of 1998,
Consolidated Annual Performance Report

Table name in which this field can be found:

tblStudent

Table Field Name:

VStK_ExitStatus

Field Length:

2

Field Type:

Numeric

Comparable MEIS-SRSD field:

Field 23: Exit Status - codes

Field SD-18: Grade

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required entry- Possible District Download
Code/Format:	Drop Down Box from which to make a selection (##): 09 Ninth 10 Tenth 11 Eleventh 12 Twelfth 13 Working Toward Diploma 14 Under 20 * 15 Special Category 1 16 Special Category 2 17 Special Category 3 99 12th grader carried forward that did not graduate
Definition:	13 - Adult working toward diploma and not enrolled in regular daytime academic courses *14 - Student is less than 20 years of age on September 1 of the school year and does not have a high school diploma or its equivalent. This includes a special education student who is enrolled and receiving instruction in a special education program, does not have a high school diploma or its equivalent, and is less than 26 years old on September 1 of the school year. 15-17 –User-Defined 9-13 are used for calculating Added Cost Funding
Common Entry Errors:	
Programming Edits:	

Report name in which this data can be found / or is used:	Enrollment and Termination Report (4301) Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report
Table name in which this field can be found:	tblStudent
Table Field Name:	VStK_Grade
Field Length:	2
Field Type:	Numeric
Comparable MEIS-SRSD field:	Field 19: Grade or Setting

Field SD-19: Gender**(Previously Sex/Gender)**

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required entry, possible district download.
Code/Format:	Drop Down Box from which to make a selection (N): F female M male
Definition:	Indicate if student is male or female. This information should be the same as the information contained within the local district database.
Common Entry Errors:	Field is left blank.
Programming Edits:	If field is left blank, a error report will be generated when attempting to print a state report.

Report name in which this data can be found / or is used:	<p>Fall and Spring Enrollment Reports (4483)</p> <p>Enrollment and Termination Report (4301)</p> <p>Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report</p> <p>OCR Report: Racial/Ethnic/Gender Categories of CTE Enrollments</p> <p>CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD.</p> <p>This field is used as part of the Unique Identification Code (UIC) for this student. The UIC is the relational link to student achievement data in the warehouse (SRSD - Single Record Student Database).</p>
Table name in which this field can be found:	tblStudent
Table Field Name:	VStK_SexGender
Field Length:	1
Field Type:	Alphabetic
Comparable MEIS-SRSD field:	Field 11: Gender Code

Field SD-20: Race/Ethnic

Submission Date: Fall, Spring, and EOY

Data Entry: Required entry, possible district download.

Code/Format: Drop Down Box from which to make a selection (N):

N American Indian or Alaska Native
A Asian American
B Black or African American
H Hispanic or Latino
W White
P Native Hawaiian or Other Pacific Islander

Definition:

American Indian or Alaska Native - A student having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian American – A student having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian sub-continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American – A student having origins in any of the black racial groups of Africa.

Hispanic or Latino – A student of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White – A student having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Native Hawaiian or Other Pacific Islander – A student having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

This information should be the same as the information contained within the district database.

For 2002-2003, if the student is more than one race enter the primary race as indicated by student or parent or first race listed.

Common Entry Errors:

Programming Edits:

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**Report name in which this
data can be found / or is used:**

Enrollment and Termination Report (VE4301)

Carl D. Perkins and Technical Education Act of 1998,
Consolidated Annual Performance Report

OCR Report: Racial/Ethnic/Gender Categories of CTE
Enrollments

CTEIS Export Utility for SRSD reporting. It allows for
crosswalk of data between CTEIS and SRSD.

**Table name in which this
field can be found:**

tblStudent

Table Field Name:

VStK_RaceEthnic

Field Length:

1

Field Type:

Alphabetic

Comparable MEIS-SRSD field:

Field 22: Racial/Ethnic Code

Field SD-21: Multi Racial

Submission Date: Fall, Spring, and EOY

Data Entry: Required entry, if applicable

Code/Format: √ = Yes
Blank = No

Default is blank (No).

Definition: √ = Yes the student is identified as being a member of two or more race/ethnic categories.

Blank – Student is identified in only one race category.

Leave the field blank if unknown.

Common Entry Errors:

Programming Edits:

Report name in which this:	Enrollment and Termination Report (4301)
	Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report
	Office of Civil Rights Compliance
Table name in which this field can be found:	tblStudent
Table Field Name:	VSt_MultiRacial
Field Length:	1
Field Type:	Check Box
Comparable MEIS-SRSD field:	None

Field SD-22: Sending District

(Previously Home District)

Submission Date:**Fall, Spring, and EOY****Data Entry:****Required entry.****Code/Format:****Drop Down Box of District Codes from the CEPI School Master Code which to make a selection.****Definition:**

This is the state assigned 5 digit-code for the district in which the student is enrolled in courses other than CTE courses. This number may differ for the operating agency “Field CS-30: Operating District” of the CTE program. However, in many instances it is the same as “Field CS-30: Operating District.”

For parents who have elected to home school their child:

- a. If the student uses any services provided by the district, use that district code as the sending district**
- b. If the student does NOT use any services for a school district use the five-digit district ISD code as the sending district.**

Common Entry Errors:**Programming Edits:****Report name in which this field can be found / is used:**

Annual Follow Up of CTE Program Completers

Carl D. Perkins and Technical Education Act of 1998,
District Participation Report

Table name in which this field can be found:

tblStudent

Table Field Name:

VStK_HomeDistrict

Field Length:

7

Field Type:

Numeric

Comparable MEIS-SRSD field:

None

Note: If district is not listed it can be added by editing the home facility dictionary. Refer to the help menu under entry utilities. If you need to look up a code you can search the online school code mastery which is located on the CEPI website, <http://meis.cepi.state.mi.us/scm/>. If this link doesn't work search the <http://www.michigan.gov/cepi> website.

Field SD-23: Sending Facility

(Previously Home Facility)

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required
Code/Format:	Drop Down Box from which to make a selection.
Definition:	The state assigned five digit code for the building in which the student is enrolled in courses other than CTE courses.
	Note: For parents who elect to home school their child, use 99999 as the five-digit sending facility code.

Common Entry Errors:**Programming Edits:**

Report name in which this data can be found / or is used:	Enrollment and Termination Report (VE4301)
	Carl D. Perkins and Technical Education Act of 1998, District Participation Report
	CTEIS Export Utility for SRSD reporting. It allows for crosswalk of data between CTEIS and SRSD.
Table name in which this field can be found:	tblStudent
Table Field Name:	VStK_HomeFacility
Field Length:	5
Field Type:	Numeric
Comparable MEIS-SRSD field:	None

Note: If district is not listed it can be added by editing the home facility dictionary. Refer to the help menu under Entry Utilities.

To search for a district or building number search the MDE website: <http://meis.cepi.state.mi.us/scm/>. If this link does not work you can search for the school code mastery on www.michigan.gov/cepi website.

Field SD-24: Student Organization

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required if applicable.
Code/Format:	Drop Down Box from which to select:
	BP BPA DE DECA FC FCCLA FF FFA HO HOSA VICA Skills USA
Definition:	Student is a member of one of the following Perkins Federally funded organizations: BPA – Business Professionals of America DECA – Marketing Association of High School Students FFA – Future Farmers of America FCCLA - Family Careers and Community Leaders of America HOSA – Health Occupations Students of America VICA – Skills USA-VICA

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Table name in which this field can be found:	tblStudent
Table Field Name:	VStK_StudentOrganization
Field Length:	4
Field Type:	Alphabetic
Comparable MEIS-SRSD field:	None

Field SD-25: Special Populations

Submission Date:	NA
Data Entry:	Display Only - Automatically checked if any <i>special populations</i> category has been checked.
Code/Format:	Check Box ✓ = Yes Blank = No
Definition:	<p>Yes – Field is checked yes if student has been identified as being a member of one or more of the Perkins special populations categories (Fields: SD-26 and SD- 28 thru 32).</p> <p>Note: Sources from which to obtain and verify this information: counselors, student record databases, special populations person, district list of §504 students, local judges, and special education staff, and at-risk.</p> <p>No – This field is left blank if none of the Special population categories are check (Fields: SD 26 and SD- 28 thru 32).</p>

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:	For user purposes.
Table name in which this field can be found:	tblStudent
Table Field Name:	VSt_SpecialPopulation
Field Length:	1
Field Type:	Checked
Comparable MEIS-SRSD field:	None

Field SD-26: Disabled

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required entry if applicable, Possible District Download
Code/Format:	Checked - Yes Blank - No Default Code – No (Blank)
Definition:	<p>Individual with a disability means an individual with any disability as defined in Section 3 of the Americans with Disabilities Act of 1990:</p> <p>...an individual with a physical or a PIII mental impairment that substantially limits one or more of the major life activities of such individual, an individual with a record of such an impairment, or an individual regarded as having such an impairment.</p> <p>Examples of the above include, but is not limited to, individuals with IEP's or §504 eligibility for services. But is not limited to just these categories.</p> <p>To be considered a member of this special population category, an individual must:</p> <ol style="list-style-type: none">1. Meet one or more of the above criteria <u>and</u>2. Require special services and/or assistance to enable them to succeed in an occupational education program. <p><u>Upon entry in the CTEIS system, students should be reviewed to determine if they meet the definition for a special population category. Once identified as a member of a special population category, a student remains a part of that special population category for the remainder of their CTE enrollment.</u></p> <p>Counselor are responsible for providing this information.</p> <p>Note: All information that identifies a specific student is encrypted at the state level, thereby making it impossible to identify a particular person. Given the confidential nature of this information, it must also be handled as such at the school and district level and maintained in a secure environment. All efforts must be made to ensure that a student's confidentiality rights have not been violated at the school and local district level. Only authorized staff should have access to the student information; this does not include any student aide or parent.</p>

Common Entry Errors:**Programming Edits:**

**Report name in which this
data can be found / or is used:**

Fall and Spring Enrollment Reports (4483)

End of Year Enrollment and Termination Report (4301)

Carl D. Perkins and Technical Education Act of 1998,
Consolidated Annual Performance Report

Office for Civil Rights Compliance and Monitoring Report

**Table name in which this
field can be found:**

tblStudent

Table Field Name:

VStK_Handicapped

Field Length:

1

Field Type:

Check Box

Comparable MEIS-SRSD field:

Field 63: Student Population Category

Field SD-27: Type

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required if Field SD-26: Disabled is checked. Possible District Download
Code/Format:	Drop Down Box from which to select: 15=Autistic Impaired 20=Cognitive Impairment 11=Early Childhood Development Delay 05=Educable Mentally Impaired 06=Emotionally Impaired 07=Hearing Impaired 13=Learning Disabled 20=Other Health Impairments 19=Physical Impairment 09=Physical or Other Health Impaired 03=Severely Mentally Impaired 14=Severely Multiply Impaired 10=Speech and Language Impaired 04=Trainable Mentally Impaired 16=Traumatic Brain Injury 08=Visually Impaired 97=ADA 98=§504
Definition:	Primary disability areas are defined in the Michigan Administrative Rules for Special Education, R340.1705 - 1716. Students identified as disabled under ADA or §504 may not have a “type”. When such is the case, use appropriate code, 97 or 98.
Common Entry Errors:	

Programming Edits:

Report name in which this data can be found / or is used:	Office for Civil Rights Compliance and Monitoring Report
Table name in which this field can be found:	tblStudent
Table Field Name:	VStK_HandicapType
Field Length:	2
Field Type:	Numeric
Comparable MEIS-SRSD field:	Field: 36 Primary Disability

Field SD-28: Disadvantaged

Submission Date:	Fall, Spring, and EOY
Data Entry:	Required entry for academically disadvantaged, if applicable Optional entry for economically disadvantaged Possible District Download
Code/Format:	A Academic E Economic B Both Academic and Economic Default Code – None (Blank)
Definition:	A student can be identified as a member of either or both types of “disadvantaged” populations if the requirements listed below apply in each case.

Academically Disadvantaged – An individual

- Whose secondary school grades are BELOW 2.0* on a 4.0 scale, or
- Who fails to attain minimum academic competencies, or
- Who has dropped out of school and enrolled in an alternative education program for academic reasons.

Economically Disadvantaged – At the secondary level, an economically disadvantaged student is one

- Whose family income is at or below the national poverty level, or
- Whose family receives public assistance, or
- Who qualifies for the free or reduced school lunch program, or
- Who participates in a federally or state funded program for economically disadvantaged youth.
- NOTE: This information is obtained directly from the MDE Free and Reduced Lunch Database.

To be counted as a member of this special population category, an individual must:

1. Meet one or more of the above criteria and
2. Require special services and/or assistance to enable them to succeed in an occupational education program.

Upon entry in the CTEIS system, students should be reviewed to determine if they meet the definition for a special population category. Once identified as a member of a special population category, a student remains a part of that special population category for the remainder of their CTE enrollment.

*Below 2.0 does NOT include 2.0

Note: All information that identifies a specific student is encrypted at the state level, thereby making it impossible to identify a particular person. Given the confidential nature of this information, it must also be handled as such at the school and district level and maintained in a secure environment. All efforts must be made to ensure that a student's confidentiality rights have not been violated at the school and local district level. Only authorized staff should have access to the student information; this does not include any student aide or parent.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Fall and Spring Enrollment Reports (4483)
 Academically Disadvantaged count is listed
 Economically Disadvantaged count is not listed

Carl D. Perkins and Technical Education Act of 1998,
 Consolidated Annual Performance Report

Table name in which this field can be found:

tblStudent

Table Field Name:

VStK_Disadvantaged

Field Length:

1

Field Type:

Alphabetic

Comparable MEIS-SRSD field:

Field 63: Student Population Category

Field SD-29: LEP (Limited English Proficiency)

Submission Date: Fall, Spring, and EOY

Data Entry: Required entry if applicable, Possible District Download

Code/Format: Checked - Yes
Blank - No

Default Code – No (Blank)

Definition: As specified by PIII: A secondary school student, or an out of school youth who has limited ability in speaking, reading, writing, or understanding the English language, and

1. Whose native language is a language other than English, or

2. Who lives in a family or community environment in which a language other than English is the dominant language.

To be considered a member of a special population category, an individual must:

1. Meet the above criteria and
2. Require special services and/or assistance to succeed in an occupational education program.

By definition, LEP students are also identified as academically disadvantaged. A “Yes” in this field will automatically update Field CS-28: Disadvantaged. If previously left “Blank”, it will be changed to “A - Academic”; if previously indicating “E – Economic”, it will become “B - Both” (academically and economically disadvantaged).

Once identified (see administrator, or bilingual personnel, or counselor for this information) as a member of a special population category, a student remains a part of that special population category for the remainder of their CTE program.

Note: A student does not have to participate in a bilingual program to be considered LEP.

Upon entry in the CTEIS system, students should be reviewed to determine if they meet the definition for a special population category. Once identified as a member of a special population category, a student remains a part of that special population category for the remainder of their CTE enrollment.

Note: All information that identifies a specific student is encrypted at the state level, thereby making it impossible to identify a particular person. Given the confidential nature of this

information, it must also be handled as such at the school and district level and maintained in a secure environment. All efforts must be made to ensure that a student's confidentiality rights have not been violated at the school and local district level. Only authorized staff should have access to the student information; this does not include any student aide or parent.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Fall and Spring Enrollment Reports (4483).
Students identified as **Limited English Proficient** are reported as both LEP and Academically Disadvantaged on the 4483 by course section.

End of Year Enrollment and Termination Report (4301)

Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report

Office for Civil Rights Compliance and Monitoring Report

Table name in which this field can be found:

tblStudent

Table Field Name:

VSt_LEP

Field Length:

1

Field Type:

Check Box

Comparable MEIS-SRSD field:

Field 63: Student Population Category

Field SD-30: Juvenile Offender

Submission Date: Fall, Spring, and EOY

Data Entry: Required entry if applicable, Possible District Download

Code/Format: Checked - Yes
Blank - No

Default Code – No (Blank)

Definition: In the schools, a juvenile offender could be a student who:

- Has been involved with the juvenile justice system as a result of having committed a crime, or
- Has been placed by the courts in a residential facility or a juvenile detention center and who is transitioning back into the community, or
- is incarcerated in a state correctional facility or is a resident of other state funded residential facilities

To be considered a member of this special population category, an individual must:

1. Meet one or more of the above criteria and
2. Require special services and/or assistance to enable them to succeed in an occupational education program.

Upon entry in the CTEIS system, students should be reviewed to determine if they meet the definition for a special population category. Once identified as a member of a special population category, a student remains a part of that special population category for the remainder of their CTE enrollment.

Note: All information that identifies a specific student is encrypted at the state level, thereby making it impossible to identify a particular person. Given the confidential nature of this information, it must also be handled as such at the school and district level and maintained in a secure environment. All efforts must be made to ensure that a student's confidentiality rights have not been violated at the school and local district level. Only authorized staff should have access to the student information; this does not include any student aide or parent.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Enrollment and Termination Report (4301)

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Annual Performance Report

**Table name in which this
field can be found:**

tblStudent

Table Field Name:

VSt_JuvenileOffender

Field Length:

1

Field Type:

Check Box

Comparable MEIS-SRSD field:

Field 63: Student Population Category

Field SD-31: Single Parent

Submission Date: Fall, Spring, and EOY

Data Entry: Required entry if applicable.

Code/Format: Checked - Yes
Blank - No

Default Code – No (Blank)

Definition: A single parent, including a single pregnant woman, means a student who:

- is age 19 or below without a high school diploma
- is unmarried or legally separated from their spouse, and has a minor child or children for which the parent has either custody or joint custody.

To be considered a member of this special population category, an individual must:

1. Meet one or more of the above criteria and
2. Require special services and/or assistance to enable them to succeed in an occupational education program.

Counselors provide this information.

Upon entry in the CTEIS system, students should be reviewed to determine if they meet the definition for a special population category. Once identified as a member of a special population category, a student remains a part of that special population category for the remainder of their CTE enrollment.

Note: All information that identifies a specific student is encrypted at the state level, thereby making it impossible to identify a particular person. Given the confidential nature of this information, it must also be handled as such at the school and district level and maintained in a secure environment. All efforts must be made to ensure that a student's confidentiality rights have not been violated at the school and local district level. Only authorized staff should have access to the student information; this does not include any student aide or parent.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Enrollment and Termination Report (4301)

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Annual Performance Report

**Table name in which this
field can be found:**

tblStudent

Table Field Name:

VSt_SingleParent

Field Length:

1

Field Type:

Alphanumeric

Comparable MEIS-SRSD field:

Field 63: Student Population Category

Field SD-32: Displaced Homemaker

Submission Date: Fall, Spring, and EOY

Data Entry: Required if applicable.

Code/Format: Checked - Yes
Blank - No

Default Code – No (Blank)

Definition:

A displaced homemaker is a student who:

- Has worked primarily without remuneration to care for a home and family, and for that reason has diminished marketable skills, or
- Has been dependent on the income of another family member but who is no longer supported by that income, or
- Is a parent whose youngest dependent child will become ineligible to receive assistance under part A of Title IV of the Social Security Act (42 u.s.c. 601 et seq.) not later than 2 years after the date on which the parent applies for assistance under this title, AND is unemployed or underemployed AND is experiencing difficulty in obtaining or upgrading employment.

Note: Displaced homemakers are usually served by adult education and postsecondary institutions.

To be considered a member of this special population category, an individual must:

1. Meet one or more of the above criteria and
2. Require special services and/or assistance to enable them to succeed in an occupational education program.

Upon entry in the CTEIS system, students should be reviewed to determine if they meet the definition for a special population category. Once identified as a member of a special population category, a student remains a part of that special population category for the remainder of their CTE enrollment.

Note: All information that identifies a specific student is encrypted at the state level, thereby making it impossible to identify a particular person. Given the confidential nature of this information, it must also be handled as such at the school and district level and maintained in a secure environment. All efforts must be made to ensure that a student's confidentiality rights have not been violated at the school and local district level. Only authorized staff should

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have access to the student information; this does not include any student aide or parent.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Enrollment and Termination Report (4301)

Carl D. Perkins and Technical Education Act of 1998, Consolidated Annual Performance Report

Table name in which this field can be found:

tblStudent

Table Field Name:

VSt_DisplacedHomemaker

Field Length:

1

Field Type:

Check Box

Comparable MEIS-SRSD field:

Field 63: Student Population Category

Field SD-33: CTE GPA**Submission Date:****EOY****Data Entry:****Automatic calculation that uses data provided:**

- 1.) In the student Entry – Enrollment Fields “SE-8: SemGrade1” and “SE-9: SemGrade2.” The CTEIS system will calculate the CTE GPA based upon this data and place it into this field. Or,
- 2.) If the grades feature is used from the grade tracking feature.

Required for all students enrolled in one or more wage earning CTE program courses (as reported on the 4483A and/or 4483D report(s).)

Code/Format:

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
E+	0.3
E	0.0
P	2.0
F	0.0
Z	0.0
N	Blank
R	Blank
I	Blank
W	Blank

***Grades maybe impacted by rounding and averaging of the two semester grades.**

Definition:

Cumulative grade point average for the CTE wage-earning program for which the student is to be reported on the 4301 report. This is NOT the academic GPA for a student.

Note: System requires a grade for each semester a student was enrolled and counted on the 4483 A or D in a CTE wage-earning program.

Note: In instances where a student is enrolled in more than one program, the unduplication utility allows the user to select which program will be reported at the end of the year using one of the available options:

- 1. Automatic, based on state reports**
- 2. User choice**

Refer to the help menu – unduplicated utility.

Common Entry Errors:

Programming Edits:

Report name in which this data can be found / or is used:

Enrollment and Termination Report (4301)

Carl D. Perkins and Technical Education Act of 1998,
Consolidated Annual Performance Report

Table name in which this field can be found:

tblStudent

Table Field Name:

VSt_CTEGPA

Field Length:

4

Field Type:

Numeric

Comparable MEIS-SRSD field:

None

Field SD-34: US Citizen**Submission Date:****Data Entry:****Optional, previously used with placement component****Code/Format:****Checked = Yes****Blank = No****Definition:****Yes-Person born in the United States or has met the requirements and achieved the status of citizenship.****No-Person was not born in the United States and hasn't met the requirements to become a citizen yet.****Common Entry Errors:****Programming Edits:**

Report name in which this data can be found / or is used:**Table name in which this field can be found:**

tblStudent

Table Field Name:

VSt_USCitizen

Field Length:

1

Field Type:

Check Box

Comparable MEIS-SRSD field:

None

Field SD-35: Primary Language**Submission Date:****Data Entry:****Optional, previously with placement component****Code/Format:****Drop Down Box from which to make a selection:*****Languages can be added to the primary language dictionary. Refer to the help menu.****Definition:****This is the student's primary home language.****Common Entry Errors:****Programming Edits:**

Report name in which this data can be found / or is used:**Table name in which this field can be found:**

tblStudent

Table Field Name:

VStK_PrimaryLanguage

Field Length:

2

Field Type:

Alphanumeric

Comparable MEIS-SRSD field:

Field 75: Primary Language

Field SD-36: Substance Abuse**Submission Date:**

Data Entry: Optional, previously used with placement component

Code/Format: Checked = Yes
Blank = No

Definition: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. Does not include tobacco. Unlawful purchasing, manufacturing, transporting, selling, using or possessing intoxicating alcohol beverages.

Common Entry Errors:**Programming Edits:**

Report name in which this data can be found / or is used:

Table name in which this field can be found: tblStudent

Table Field Name: VSt_SubstanceAbuse

Field Length: 1

Field Type: Check Box

Comparable MEIS-SRSD field: Field 115: Incident Type, Codes 30 & 31 only